

# IS YOUR FIRM A BUSINESS OR PROFESSIONAL CORPORATION?

Yes

## Step #1

**Note:** An employee of the firm must first be licensed as an architect in South Carolina before submitting forms to the S.C. Secretary of State's Office.

Submit the following to the S.C. Secretary of State's Office:

1. \*S.C. Secretary of State form, [Application for a Certificate of Authority to Transact Business \(33-15-103\)](#)
2. Application Fee (see fee amount on application).
3. S.C. Tax Commission form [CL-1 Form](#), Initial Annual Report of Corporations and Application fee (see fee amount on application)
4. Certificate of Existence from your state's Secretary of State.

\*The Secretary of State requires that you provide a physical address in SC for receipt of correspondence should that be necessary. Post Office boxes are not acceptable. If you know someone who will allow you to use his/her address, you may do so. Or, you may contact <http://registered-agent-listings.com/> to find a registered agent.

## Step #2

SC Secretary of State sends you a Certificate of Authority to Transact Business in SC.

## Step #3

Send the following to the SC Board of Architectural Examiners:

1. Copy of Certificate of Authority.
2. [Completed SC Application to License Firms, Corporations or Partnerships.](#)
3. Application fee of \$100 made payable to LLR – Architectural Board.